
**APPROVAL
PROCESS FOR
RATE
ADJUSTMENTS**

Any adjustment to a unit rate in a direct human services contract must be approved by MDHHS. To begin the approval process, the contract administrator (CA) must submit the CM-0003, Rate Adjustment Request, to the Bureau of Grants and Purchasing (BGP) for completion of the following:

- BGP analyst reviews request.
- BGP analyst forwards to BGP manager for review.
- BGP manager forwards to Bureau of Grants and Purchasing (BGP) director for approval.
- If approved, the BGP director forwards to the appropriate business service center or program administration director for approval.
- If approved, the appropriate business service center or program administration director forwards to the appropriate deputy director.
- The deputy director sends the final approved CM-0003 to the CA.
- The CA submits the approved CM-0003 and an amendment request to the BGP mailbox.

Note: If denied, the CM-0003 will be sent back to the requestor with the reason for the denial.